

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Police Officer comprises entrance level positions in the police department involving training and routine patrol work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. New employees usually work in company with and receive assistance from a more experienced officer. Work involves making regular patrols and investigating accidents, crimes, or suspicious activity in accordance with the prescribed departmental rules and regulations. Employees of this class must use independent judgment when faced with emergency situations. Employees report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs general patrol duties including making initial investigation of complaints and taking statements or receiving information from complainants. Patrols assigned area in a squad car or on foot to prevent crime and protect lives and property. Answers questions for the public concerning city ordinances, civil law, and criminal law. Recovers property reported by citizens or observed while on patrol, determines if property is lost or stolen, and attempts to return it to owner. Controls crowd at crime scene, fire scene, public meetings, or any other large gathering. Clears area for firefighting apparatus at fire scene and assists firefighters in any way possible. Serves official papers such as warrants and summonses.

Performs criminal investigation and protects major crime scenes by keeping people and vehicles away from areas where evidence might exist. Compiles description of suspects and vehicles from information supplied by victims or witnesses. Collects evidence. Makes arrests in accordance with law and established procedures. Interrogates persons suspected of committing crimes. Follows procedures for the booking of suspects. Confers with district attorney or prosecutor before appearing in court. Testifies in court after having received official notice to do so.

Makes traffic stops, investigates traffic accidents, and performs any other traffic control duties, such as pursuing vehicles committing traffic violations and issuing traffic summonses, stopping vehicles whose drivers are suspected of operating while under the influence of alcohol or drugs, interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information, and issuing tickets for parking violations.

Interviews or questions juveniles and makes arrests of juveniles following established procedures. Turns juvenile cases over to appropriate juvenile authority.

Maintains records and reports by filling in forms and completing standardized reports following department procedures.

Answers telephone and relays calls to correct department officer.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be not less than twenty-one (21) years of age.

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